

15 February 1966

MEMORANDUM FOR: Deputy Director of Training

SUBJECT : Headquarters (Desk) Training for DDP/Career Trainees

1. As per your instructions, I am forwarding to you my study about the Headquarters Training Course for DDP/Career Trainees. The DTR has already directed that all DDP/CT's will take the CS Name Check Course. It is my opinion that all DDP/CT's should have a full three weeks of instruction on other facets of area desk responsibilities in addition to the CSNC. (See Attachment B)

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2. The main problem is scheduling such instruction. In order to be of value it should be given immediately prior to the CT being assigned to an area desk. However, the scheduling is complicated because of the training cycle at [REDACTED]. There are now four OFC's per year and only two OC/PM's. While some CT's will flow directly from the OFC to the OC/PM before being assigned to the desk, some of the CT's will have a period of about 13 to 15 weeks between the OFC and the OC/PM. In the case of the former group, the Headquarters Training Course would have to be given following completion of their entire training cycle. In the case of the latter group, it is assumed that they would be given an interim assignment on a desk between the OFC and OC, and, therefore, should be given the Headquarters Training Course immediately after the OFC.

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3. Among the other problems, in addition to the difficulties of scheduling, would be the inequitable level of knowledge in the OC, with some students having had the benefit of the Headquarters Training Course and a desk assignment while others have had only the OFC. As Attachment A, I have included a schematic diagram of how this would work out based on current scheduling at [REDACTED]. Another complicating factor not included in this sketch is Language Training. It is my understanding that under the new Language Policy, all CT's must have an elementary linguistic ability in a foreign language before being fully accepted for permanent assignment in the DDP. If this is the case, it would be almost impossible to plan systematically for a Headquarters Training Course since different students would require varied periods of language training prior to going to a desk.

4. Request your comments.

(Signed [REDACTED])

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Chief, Headquarters Training